



NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



POSITION AND DUTY MOS:
Military Personnel/Pay
Clerk/Typist/Technician, 42A20

RANK/GRADE:
SGT/E5
(Minimum: SPC/E4)

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NATIONWIDE

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**NCARNG
SOLDIERS ONLY**

ANNOUNCEMENT #:
AGR-FTM 2014-37

UNIT, LOCATION, POC:
NGNC-HRO-AGR, Raleigh, NC
POC: SFC Nichols, Brittany (919) 664-6360
brittany.s.nichols.mil@mail.mil

OPENS:
26 March 2014

CLOSES:
26 April 2014

POSITION DESCRIPTION: Performs administrative and personnel duties in support of all AGR Soldiers. Advises the Senior Human Resources SGT, AGR Manager, and staff on personnel issues. Publishes and distributes unit orders, prepares, sorts, and distributes incoming and outgoing correspondence and a variety of other personnel and administrative actions. Manages fulltime manning document and conducts transactions in DCPDS, SIDPERS, MILPO, iPERMs, and the public website. Publishes job announcements, reviews packets, process personnel requests, and gives the AGR Orientation briefing. Performs other military duties as required by mission.

QUALIFICATION REQUIREMENTS: **QUALIFICATION REQUIREMENTS:** **QUALIFICATION REQUIREMENTS:** Must be qualified in or meet prerequisites for MOS 42A in accordance with DA Pam 611-21-- **includes minimum score in aptitude area CL in Armed Services Vocational Aptitude Battery (ASVAB) tests as follow: 95 if administered prior to 2 January 2002, 92 if administered on and after 2 January 2002 and prior to 1 July 2004 or 90 if administered on and after 1 July 2004.** If not MOS qualified, must qualify within one year of assignment or be reassigned or released from AGR tour. Must be a member of the Armed Forces. Must be able to obtain and maintain a Secret Security Clearance Must meet height/weight standards of AR 600-9 and present good military bearing. Must participate in physical fitness training in accordance with applicable regulations. Soldier will take the Army PT test semi-annually. Must have the appropriate security clearance as prescribed by the MOS and duties assigned within the unit. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must be able to complete a 3 year initial tour prior to completing 18 years of Active Federal service or the date of mandatory separation. Must be able to complete all military education requirements as determined by JFHQ-NC/NGB. Must meet other entrance requirements of AR 135-18. Note: Most soldiers previously involuntarily separated from active duty or reserve status are not eligible for entry on AGR duty.

PLEASE READ DISCLAIMER: You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "**Not Qualified**" because of lack of information. HRO is not responsible for incomplete packets; however, applicants with incomplete packets will be notified by email only within 30 days of closing date of announcement with a suspense date. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents. **MAIL APPLICATIONS TO:** NGNC-HRO-AGR, 1636 Gold Star Drive, Raleigh, NC 27607-3371. Applications must be received in the HRO Office or emailed to ng.nc.ncarng.mbx.hro-agr@mail.mil (in one attachment) no later than 1600 hours on the closing date of the announcement. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.

AGR APPLICATION CHECKLIST

M-DAY SOLDIERS

- _____ 1.NGB Form 34-1 Application for AGR (dated NOV 2010-previous editions are obsolete) **Include e-mail address at the top 1st page of NGB Form 34-1.**
- _____ Age: Over 18, under 55?
- _____ Current NCARNG Soldier? If not check whether announcement is nationwide.
- _____ Block IV all should be NO except for 9. If YES, provide attachment with explanation.
- _____ Signed and dated.
- _____ 2.Certified copy of ERB/ORB (with ASVAB Scores or supporting documentation)
- _____ ASVAB scores match the qualification requirements for the announcement.
- _____ If female applicant, is position open to females?
- _____ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
- _____ 3.Personnel Qualification Record (within 30 days)
- _____ 4.DA Form 705 reflecting latest APFT (must be current within 1 year)
- _____ Passed APFT and HT/WT IAW AR 600-9
- _____ DA Form 3349 Physical Profile (for alternate APFT).
- _____ DA Form 5500/5501 reflecting latest HT/WT (if applicable)
- _____ 5.PHA or IMR (within 15 months) or DD Form 2808 and 2807-1 (within 5 yrs).
- _____ 6.DA Form 7349-R Annual Medical Certificate – Page 1 only (must be signed within 30 days).
- _____ 7.DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 copies.
- _____ If newly promoted or E4/SPC must have a letter of recommendation from Commander or Senior NCO (E7 and above.)
- _____ 8.All DD Form 214's/215's (must have blocks 23-30)
- _____ 9.NGB Form 23/23b Retirements Points History Statement (RPAM)(within 30 days)
- _____ Calculate all prior Active Federal Service _____ years, _____ months (over 15 required waiver, over 17 not considered unless MOSQ). **Officers only: Have at least 5 years before MRD?**
- _____ DA Form 1506 Statement of Service (alternate for Reserve or Active Army Soldiers)
- _____ If former AGR Soldier, at least 12 months since REFRAD?
- _____ 10.Email application to ng.nc.ncarng.mbx.hro-agr@mail.mil (in one attachment with the FTM # in the subject line) or mail to NGNC-HRO-AGR, 1636 Gold Star Drive, Raleigh, NC 27607-3371. ***Packets must be received NLT 1600 the day the announcement closes or it will be removed from consideration***

NOTE: Packets received without certification or signatures will be considered incomplete. If you are deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address(es). All documents must be enclosed (photocopies only – do not send originals): NO BINDERS

AGR APPLICATION CHECKLIST

AGR SOLDIERS

- _____ 1. OTAGNC Form 690-101, AGR Mobility Application (Oct 2002). **Include e-mail address at the top 1st page of OTAGNC Form 690-101**
- _____ Is Soldier currently under 18 months initial tour stabilization or 12 month upward mobility stabilization?
- _____ If lateral transfer, is Soldier MOSQ for vacant position?
- _____ Signed and dated.
- _____ 2. Certified copy of ERB/ORB and/or DA Form 2-1.
- _____ ASVAB scores match the qualification requirements for the announcement.
- _____ If female applicant, is position open to females?
- _____ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
- _____ 3. Personnel Qualification Record.(within 30 Days)
- _____ 4. DA Form 705 reflecting last two APFTs (must be current within 6 months)
- _____ Passed APFT.
- _____ DA Form 3349 Physical Profile (for alternate APFT).
- _____ Meet HT/WT IAW AR 600-9? If not check for DA Form 5500/5501 reflecting latest HT/WT
- _____ 5. PHA or IMR (within 15 months) or DD Form 2808 and 2807-1 (within 5 yrs).
- _____ 6. DA Form 7349-R Annual Medical Certificate – Page 1 only (must be signed within 30 days).
- _____ 7. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 (covering 36 months).
- _____ If missing rated time include letter from current AGR Supervisor.
- _____ 8. Letter of Recommendation from Battalion/Brigade AO.
- _____ 9. Current AGR Orders.
- _____ 10. Email application to ng.nc.ncarnng.mbx.hro-agr@mail.mil (in one attachment with the FTM # in the subject line) or mail to NGNC-HRO-AGR, 1636 Gold Star Drive, Raleigh, NC 27607-3371. ***Packets must be received NLT 1600 the day the announcement closes or it will be removed from consideration***

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